

## MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

BEAR GRAPHICS 800 325 8094 FORM NO 10148

Held \_\_\_\_\_ 20 \_\_\_\_\_

MAY 13, 2019

The Miami Township Board of Trustees met in work session on Monday, May 13, 2019 at the Miami Township Civic Center. Mr. Schultz called the meeting to order and led the Pledge of Allegiance. Mr. Ferry called the roll and present were Karl Schultz, Ken Tracy and Mary Makley Wolff.

**Proclamations and Special Presentations:** Mr. Schultz introduced the Milford High School Students to speak about the Miami Township Pilot Internship Program. Mr. Jimmy Carter, an Intern Specialist with Milford High School, shared that he and Mrs. Barker worked with the interns during this program. Director of Student Services Ms. Berkley and Mr. Wright worked together to get the program started. Interns John Cornett, Alex Price, Sydney Santiago, and Jack Ward participated in the pilot program with Station 26.

Mr. Carter shared that the program goals were to teach students workplace and academic skills with classroom training and real-world experience; to provide local organizations with a well-supported intern who offers a meaningful contribution; promote students' personal growth through first-hand experience in a real-world workplace; and to better understand the employment and post-secondary options available to them as students continuing their academic pursuits.

Each of the interns presented to the Board their favorite experience about the training along with an important learning point received in the internship program. Mr. Schultz highlighted a point shared by one of the interns about the camaraderie in the firehouse experience and its important role in the first responder work environment. Mr. Tracy commended the interns for the presentations and thanked them for participating as firsts in the program which makes them role models for their peers to follow.

Mr. Carter thanked Mr. Wright and Ms. Berkley for having the vision for the internship program. He thanked Chief Kelly and the employees of Station 26.

Ms. Wolff stated that the program was a great partnership between the Milford Schools and the Township and would like it to continue. She added that she is very proud of the employees and the services the Township offers, and it is a good operation to join.

Chief Kelly expressed his appreciation to the students for their participation and stated that he is very proud of them. He wished them all the best as they move on with their post-high school plans. He thanked the Milford administrators for the partnership for this opportunity. Chief Kelly then presented each student with a shadowbox that included a group photo and patches from Miami Township Fire Department, courtesy of Lt. Jon McKinnish.

Ms. Lauren Taylor, Partnership Specialist with the Census Bureau presented information about the upcoming 2020 Census. She explained that the census is a requirement of the U.S. Constitution to be conducted every ten years. Federal funding is determined utilizing census data which can directly correlate to funding of a community's funding received for transportation, roads, parks, social service programs, WIC, SNAP, housing, and school lunch programs, for example. She stated that it is illegal for the Census Bureau to disclose any private information that would identify an individual.

Ms. Taylor shared that for the 2020 Census, there will be a first-time option to respond online to assist in obtaining an accurate count of the population. She stated the survey is short and takes about ten minutes for individuals to respond. She announced the address canvassing operation begins in August 2019. In March 2020, the invitation to respond to the census will be mailed.

MAY 13, 2019

Held \_\_\_\_\_

\_\_\_\_\_20\_\_\_\_\_

Ms. Taylor also informed the Board that local communities can collaborate on promotional efforts, including posts of available jobs during the census, and providing testing and training spaces to census workers.

Mr. Schultz thanked Ms. Taylor and expressed the importance of participation, specifically when dollars for the community could be lost. Mr. Wright stated that there are four ways that have been identified for the Township to participate: sharing census information on social media; an official to discuss on the local access channel; newsletters; and community group of faith-based leaders that meets quarterly, and with our schools. Mrs. Thibodeau offered that the Civic Center can be utilized as a training place for the census as well.

A proclamation recognizing May 12 – 18, 2019 as National Police Week was read by Mr. Schultz.

Mr. Wright reported that Mr. Musselman has requested conditional employment be offered to Jessica Hunt for the position of Administrative Assistant within the Service Department.

Mr. Tracy made a motion to offer conditional employment to Jessica Hunt for the position of Administrative Assistant with the Service Department, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised the following candidates have completed background checks and final employment is requested to be offered as part-time, seasonal workers within the Service Department: Kennedy Beasley and Justin Stokes at a pay rate of \$12.00 per hour and a starting date of May 7, 2019; and Robert Veite and Jack Ward at a pay rate of \$12.00 per hour with a starting date of May 28, 2019.

Mr. Tracy made a motion to offer final employment as part-time seasonal workers with the Service Department to Kennedy Beasley and Justin Stokes at a pay rate of \$12.00 per hour with a starting date of May 7, 2019; and Robert Veite and Jack Ward at a pay rate of \$12.00 per hour with a starting date of May 28, 2019, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised that Chief Kelly is requesting to accept the resignation of part-time Firefighter/Medics John Anderson and Jason Hager effective April 26, 2019.

Mr. Tracy made a motion to accept the resignation of part-time Firefighter/Medics John Anderson and Jason Hager effective April 26, 2019, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised that Chief Kelly is requesting final employment as a volunteer member be offered to Brian Wikoff. Mr. Wikoff serves as the Fire Department's official chaplain.

Mr. Tracy made a motion to offer final employment to Brian Wikoff as a volunteer within the Fire Department as the chaplain, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised that Chief Kelly has requested conditional offers of full-time employment as Firefighter/Paramedics for the following candidates in order to allow them to proceed in the hiring process: Cory Church, Brandon Lynch, and Jared Drenik.

Mr. Tracy made a motion to offer full-time employment as Firefighter/Paramedics to Cory Church, Brandon Lynch, and Jared Drenik, seconded by Ms. Wolff with all voting "AYE".

Chief Kelly requested approval to proceed with replacement of the office workstation in the radio room at Station 26. He stated that it is a project that was budgeted this year as a capital expense. The existing furniture has been in service for approximately fifteen years. Four to five personnel per day utilize the workstation to do reports, work, training, and data entry. Two

Held

MAY 13, 2019

20

quotes were obtained for the project and Office Furniture Source was recommended as the vendor at a cost not to exceed \$7,600. He stated the price includes freight, delivery and installation. A drawing of the workstation was included in the meeting packet.

Mr. Tracy discussed the vendors quoted, noting Loth as having quality product, and advised that the focus on quality is important. He stated that he has experienced success with both Office Furniture Source and Loth. This item will be brought to the Business Meeting for consideration.

Ms. Thibodeau stated that summer employees are being added and she has reviewed the salary levels. She noted that she does try to stay ahead of the minimum wage rate which has risen over the past three years from \$8.15 to \$8.55. She proposed to increase the hourly rate from \$8.50 to \$9.25 per hour for the following summer staff: Allison Abas, Lydia Byrd, Max Steinmetz and Madeline Stewart. Additionally, she proposed that returning summer camp staff rates be set at \$12 per hour: Pam Connor, Logan Geesner, Kelly Paul; and Janie Grover and Mollie Vonderhaar be set at \$11 per hour.

Ms. Wolff made a motion to approve the hourly rate of pay at \$9.25 for summer camp staffers Allison Abas, Lydia Byrd, Max Steinmetz and Madeline Stewart; and an hourly rate of pay at \$11 per hour for Janie Grover and Mollie Vonderhaar; and an hourly rate of pay at \$12 per hour for Pam Connor, Logan Geesner, and Kelly Paul, effective May 14, 2019, seconded by Mr. Tracy with all voting "AYE".

Mr. Musselman reported that within the budget was planned the replacement of a 2004 Bobcat mini excavator utilized primarily in the parks. He stated the hydraulics are worn out, thus less accurate which is problematic when working around underground utilities and digging around headstones in the cemeteries. He stated the budget included \$45,000 with a trade-in value of \$14,500 for the purchase of a new E35 ZTS compact excavator from Bobcat Enterprises of Cincinnati for \$32,118.18.

Ms. Wolf discussed the funding allocation for the equipment. Mr. Schultz inquired as to the cost of a hydraulic overhaul and after brief discussion it was concluded that a cost comparison of the hydraulic overhaul would be sought for consideration.

Mr. Wright advised that staff is going to be seeking authorization to submit two grant requests for potential sidewalk projects. The project areas would include Branch Hill Guinea Pike that would connect Boyd E. Smith Elementary and McCormick Elementary on Loveland-Miamiville Road. The second sidewalk project is proposed for State Route 131 to connect the Milford High School/Wolfpen Road intersection with Seipelt Elementary/McCormick Trail.

Mr. Wright advised that the projects were listed as priority projects on the Pathway Priorities component of the Imagine Miami Vision 2025 comprehensive plan. He stated that he has been working with Kleingers & Associates engineering firm and they have produced a conceptual plan along with cost estimates. He noted they would assist on the technical components of the grant application. There is no expense thus far to the Township for this preliminary work. The program is for Transportation Alternative Funds through Ohio-Kentucky-Indiana (OKI) Regional Council of Governments. Applications are due to OKI on June 7, 2019 and this fall the grant award would be announced. The program pays for 80% of the construction costs with a 20% match from the community as well as engineering design fees being the responsibility of the Township which tends to be 8-10% of the construction costs.

Mr. Wright advised if awarded, the grant the funds would be available to the Township in 2022. The Township's portion would be funded by the TIF and RIDs adjacent to the project areas. This will be brought back to the Business Meeting in resolution form.

MAY 13, 2019

Held \_\_\_\_\_

\_\_\_\_\_20\_\_\_\_\_

Mr. Wright advised that the Police, Fire and Administration Departments have requested disposal for certain equipment no longer of value to the operations. The items are intended to be disposed of by auction utilizing GovDeals or appropriate disposal if there are no winning bidders. He referred to the attachment which lists the nine items for disposal.

Chief Kelly requested approval to replace a vehicle identified as part of the five-year capital replacement plan. There is a 2001 Dodge Ram in the fleet that has received approximately \$10,000 in repairs over the past three years. Rather than continue expenses in repairs on the vehicle it is being proposed for replacement. Local bids were solicited in addition to the state contract. Ohio State Contract Pricing was received through Middletown Ford at \$32,879.94. Beechmont Ford submitted a bid \$2,000 lower than state contract pricing at a cost of \$30,855 which included some options preferred for safety service vehicles.

Mr. Schultz inquired if the cost included the emergency lights. Chief Kelly advised that it does not include the light package or lettering application. Chief Kelly also noted that because it is not a normal response vehicle it is not required to have all of the emergency lighting typically required. He further explained the use of the vehicle includes towing trailers, equipment (to and from a scene), and towing the life safety education trailer to schools and community events.

The Board held discussion on the frequency, use and mileage of the vehicle. It was concluded that additional options would be sought for consideration.

Mr. Musselman reported that last year the Township purchased an enclosed mowing trailer to secure and store equipment. A slightly smaller enclosed trailer is being sought to replace the existing open trailer. The budgeted amount for this replacement is \$10,000. The best price came in at \$11,080 from Smith Trailers, and the difference would be covered with the savings from the excavator purchase which was under budget.

Mr. Schultz clarified that the purpose of the trailer is to transport the equipment to the location and to serve as full time storage of the equipment. Discussion was held to clarify the use and type of the proposed trailer. This item will be brought to the Business Meeting for consideration.

Mr. Wright advised that each year the OKI Council of Governments requires each participating agency to appoint a representative and alternate to serve on the Intermodal Coordinating Committee (ICC) of the OKI Council of Governments. The representative and alternate will serve from July 1, 2019 to June 30, 2020.

Mr. Tracy made a motion to appoint Brian Elliff as the primary representative for Miami Township and Jeff Uckotter as the alternate for Miami Township to the Intermodal Coordinating Committee for the Ohio-Kentucky-Indiana Regional Council of Governments, seconded by Ms. Wolff with all voting "AYE".

Mr. Musselman reported a bid opening was held on April 11, 2019, for the Service Department storage garage project. Bids were received from two builders: A-One Building and Perkins/Carmack. The base bid from A-One Building Company was \$219,640. He noted that the proposed project is a basic building to keep the cost down. He reported that Perkins/Carmack's bid was \$256,000. He mentioned that Clermont County may require an exhaust fan.

Discussion was held regarding the maintenance facility building debt, fund allocation for the cost of the storage building and planned uses. This item will be brought to the Business Meeting for consideration.

Chief Kelly received notice in April that the national standard has changed for the Self-Contained Breathing Apparatus (SCBA). After September 2019, any SCBAs sent in for service

Held

MAY 13, 2019

20

that would require components to be modified would need to be retrofitted to meet the new standard. This results in two sets of SCBAs, one under the old standard and one under the new standard.

Chief Kelly recalled in 2014 that a grant was received that funded the purchase of new SCBAs which last about 15-25 years. He noted the previous ones lasted about 19 years. He noted that the change in the national standard could not have been predicted. The Department is seeking guidance on an unplanned capital expense for 2019. He commented that other budget items could be deferred. He referred to the handouts and information explaining the four options for the replacements. He stated that by July 1, 2019 orders for packs under the existing standard must be placed. After July 1, 2019, the manufacturer will no longer sell the "old" pack as the new standard must be in place by fall.

Chief Kelly reported there are 42 SCBAs, and in reviewing Option #2 which is the proposal to purchase 5 additional SCBA for \$37,000 provides the flexibility in the operations to not only puts them on a vehicle for immediate use, it accommodates packs going in and out of service for regular or emergency maintenance. There is currently one spare in the Department. Turnaround time for repairs is 7-10 days. He requested input on the options and also stated that he could have this item ready for the May Business Meeting if desired.

Discussion was held regarding the standard changing, whether a risk is present and the cost options. This item will be presented with a recommendation at the May Business Meeting.

Mr. Musselman advised the Service Department has a 1994 Ford tractor utilized for road mowing. The mower is 25 years old and reached its useful service life. It has transmission and clutch issues. Quotes were sought from several companies. The best option was from Zimmer Tractor for \$116,800. He stated it was the best combination of machine and transmission. Zimmer will give \$5,000 for the old unit. The unit is on Sourcewell, previously NJPA, a cooperative purchase agreement. He also stated that \$117,000 was budgeted for the replacement. This item will be presented at the May Business Meeting.

Ms. Flanigan advised of a network maintenance and update item that was part of the four-year plan for computer network infrastructure replacements and upgrades. The Board's approval is required for renewal and replacement of four IT switches, including firewall advanced threat protection. The quote received was \$500 less than the budgeted amount. The quote from Intrust included all physical components, installation and warranty support at a cost of \$8,300.04. This item will be brought back to the May Business Meeting.

Mr. Musselman advised that within the Parks Levy Fund was budgeted a replacement for Truck 14, a 2008 1-ton dump truck. In the initial budget discussions this item was reviewed. The cemetery truck is a 1997 and is at the end of its useful life. Truck 14 will be transferred for use in the cemetery to extend its service life and purchase of a new truck to replace Truck 14 was proposed. Partial funds were set aside in the cemetery budget for this purchase.

Mr. Musselman stated that a new F-350 1-ton truck can be purchased with the bed of choice under budget in the amount of \$45,000. He noted the cab and chassis is \$34,763. He stated it was under the state bid purchase from Middletown Ford. He stated a quote would also be sought from Beechmont Ford. The bed will be under the \$10,200 optional 2-yard dump bed available through the state purchasing program.

Discussion was held regarding the rotation and replacement being proposed for both vehicles and planned uses for each. This item will be brought back to the May Business Meeting.

Mr. Musselman advised that it was budgeted to replace Truck 118, a 2011 ¾ ton pick-up truck with approximately 90,000 miles. With trade-in value still fair on the vehicle, it was initially

RECORD OF PROCEEDINGS

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

MAY 13, 2019

Held

20

being proposed for trade-in, however, with the Department being short on pick-up trucks, a new 3/4 ton pick up truck is being proposed from the state purchasing program in the amount of \$29,822.16.

Discussion was held regarding trade-in value, available fleet, potential service life of the 2011 pick-up truck, and quoting with Beechmont Ford. This item will be brought back to the May Business Meeting.

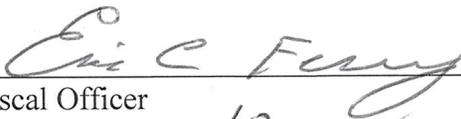
Ms. Wolff made a motion to have Chromebooks priced so that the Trustees can access BUCS efficiently, seconded by Mr. Tracy with all voting "AYE". She stated the iPads have outlived their usefulness. Trustees Schultz and Tracy concurred. Ms. Wolff stated the iPads can be auctioned on GovDeals.

**Public Comment:** None.

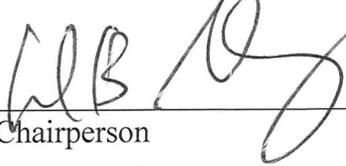
**Executive Session:** None.

With no further business to come before the Board the meeting was adjourned at 9:37 a.m.

ATTEST:



Eric Ferry, Fiscal Officer



Karl Schultz, Chairperson